

## **Historic, Archive Document**

Do not assume content reflects current scientific knowledge, policies, or practices.



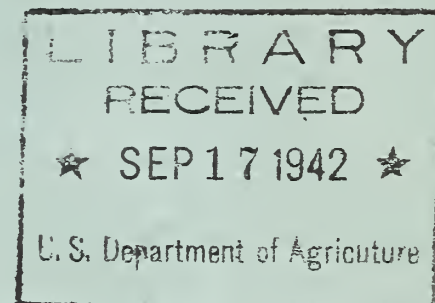
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UNITED STATES DEPARTMENT OF AGRICULTURE  
US Agricultural Marketing Service

PREPARATION OF MANUSCRIPTS FOR PRINTING

AND THE  
HANDLING OF PROOFS



Preparation of Manuscripts

Workers who prepare manuscripts for publication by the Department will materially expedite the handling of such manuscripts by observing the following suggestions.

The writer should first determine, as accurately as possible, in which of the following Department series his material should be published:

- (a) Farmers' Bulletins
- (b) Technical Bulletins
- (c) Statistical Bulletins
- (d) Circulars
- (e) Leaflets
- (f) Miscellaneous Publications
- (g) Service and Regulatory Announcements

The subject matter and its purpose will determine the series selected, and the series, in turn, will determine the style of presentation. (For details regarding the series, see Administrative Regulations of the Department, Sections 1321 through 1327.)

Before beginning to write, the author should make a fairly complete outline that indicates the scope and character of the manuscript. This outline should be discussed with and approved by the Division Leader and by the head of the Marketing Information Division, who will obtain approval of the Chief, if necessary. The acceptance by the Marketing Information Division of the semiannual list of proposed manuscripts should not be relied upon by the Division concerned as evidence that those manuscripts have been approved for publication.

## Style of Manuscript

Form and style, as well as subject matter, should be carefully considered when preparing manuscripts. The more scientific the subject, the more dignified should be the style and language.

Bulletins of a technical nature should be prepared as permanent publications and in accepted form. The accepted order of content is about as follows: 1. Conditions under which study was made, scope of study, and methods used; 2. Results of study and their significance; 3. Summary and conclusion; 4. List of literature cited or bibliography.

Popular publications, such as Farmers' Bulletins and Leaflets, should be concise, clear, and simple. Farmers' Bulletins should be limited to 32 printed pages or preferably 16 pages. Leaflets must not exceed 8 printed pages.

## Form of Manuscripts

The copy of manuscript transmitted to the Bulletin Editor must be typewritten, double spaced, on 8 by 10 $\frac{1}{2}$ -inch white paper, with wide margins and with but few penciled changes. In preparing this copy, the heading and cover (if any) of the proposed publication should appear exactly as it will be when printed, blanks being left for dates. (Use recent publication of series as sample.) When numbering the pages of a manuscript, include cover as page 1.

When each sheet is reasonably full, a new paragraph should be begun upon the next sheet. In other words, the paragraph at the end of a page must be completed and not carried forward. Each sheet must end with the end of a paragraph. Single space the last few lines, if necessary, to accomplish this, but in general avoid single space. Even legends, footnotes, and Literature Cited should be typed in double space. The copy for the printer must be compared with the working copy or rough draft before being sent to the Bulletin Editor. It should represent the finished work of the author, and must bear the final approval of his Division Leader and of other members of the staff of the Service whose work it touches, expressed by initials or otherwise, on the transmittal sheet. An exact carbon copy must be supplied, and a second carbon will aid in expediting the manuscript.

## Tables

All tables should be on sheets separate from text (but "paged in" with them) because they go to a different set of workers in the Government Printing Office. The tables are numbered consecutively throughout the manuscript including the appendix. They should not be crossruled except to separate totals or averages from the other data. (For further details, see Preparation of Statistical Tables, BAE, December 1937.)



## Illustrations

Illustrations should be chosen with a view to good reproduction. They must be numbered consecutively as figures, and each must bear a concise, typewritten legend. Each must be mounted on a separate sheet of paper by inserting the corners in slits cut in the paper, not by pasting. The negative number preceded by the letters AMS (or the initials of the Bureau from which the print was obtained) is typed above the legend, flush with the right margin, as AMS 2126.

Legends of illustrations are to be typed approximately in place in the text of the manuscripts, using double spacing. If this is impracticable for any reason, dummy sheets bearing the legends and negative numbers may be inserted in the proper places in the manuscript and paged consecutively with the text sheets. Legends should be set off from the text by a line above and another below. A legend, preceded by the figure number, must represent each chart as well as each photograph. A period is used at the end of a legend.

Some charts and maps are lettered in the Graphics Section to show a topical heading. Unless this heading comes within the boxed border of the chart it should be marked for deletion and the heading made a part of the legend. If a heading comes within the boxed border of a chart, it should be allowed to stand and should not be included with the legend that is typed in the manuscript and that should interpret the chart.

The photographs and other illustrations of letter-sheet size (including the photographic reproductions of the charts and maps) should be assembled at the end of the manuscript, each with its own legend, but without individual page numbers. The title of the manuscript, author's name, and the figure number should be penciled lightly (never typed) on the back of each illustration. All illustrations and all tables should be referred to in the running text, perhaps in parentheses, by the author; otherwise they may be considered as unnecessary. Tables in appendix need not be mentioned.

## Footnotes

Footnotes are to be numbered consecutively throughout the manuscript, except in the case of tables. Footnotes should be used sparingly, should be short, and should be typed in double space at the bottom of the page on which the reference occurs. They should be set off from the text by a line. 1/

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1/ All footnotes should be written on a separate line, should begin with a capital letter, and be completed with a period.

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Footnote references should be placed at the right of the text matter, and at the left of numbers in tables, except in the stub, where they should be placed at right.

Footnotes for each table constitute a separate series. They should be numbered consecutively from left to right in each line, not vertically in the columns. A footnote giving the source of the data in the table is unnumbered and comes after the numbered footnotes.

### Literature Cited

If there are seven or more literature citations in the text, they should be typed as a separate part of the manuscript at the end under the heading "Literature Cited." If there are fewer than seven citations, they should be inserted in the text as footnotes. References to processed publications are run as footnotes, not in the list of Literature Cited.

Text references to Literature Cited should be underscored to denote italics and should be enclosed in parentheses, as (12). In the list of literature citations itself, the figures should be enclosed in parentheses but not underscored, as (12). Instructions for the preparation of Literature Cited have been prepared by the Division of Publications. Copies may be had from the Marketing Information Division, ~~of the Department.~~

### Accessories to Manuscript

In the case of any complete publication, the manuscript must be accompanied by the following items, each on a separate sheet:

(1) Transmittal sheet, on form supplied for the purpose, signed by the Division Leader and the author, and showing by whom the manuscript has been reviewed. If any worker in any other Bureau has reviewed the manuscript this transmittal sheet should so state. All parts of this sheet should be filled out.

(2) Outline in topic form of the paper as a whole for use in reviewing the manuscript and in marking for type. This outline (in duplicate) should show all headings with the proper coordination and subordination. Such an outline is distinct from the usual Contents appearing on the first text page of the manuscript in which only the first and second degree headings are given.

(3) Check list (in duplicate) of numbered legends of illustrations.

(4) Distribution scheme (in duplicate) on form supplied for the purpose, showing mailing lists to which the finished publication is to



be sent and total size of edition. This statement should be made after consultation with the Marketing Information Division and must include the key numbers of the lists to be used and the number of addresses in each list.

In the Marketing Information Division the manuscript will be read for adequacy of treatment and for policy and with a view to shaping the form and content of the manuscript to the standards set by Department usage. The Bulletin Editor will bring to the attention of the author any change about which there may be doubt or any suggestions that need further consideration. The author should review the changes made to save necessity for such changes in future and to make sure that they have not altered his meaning. If, after the manuscript has been edited, any alterations or insertions are made by the author the Bulletin Editor's attention must be called to them.

#### Transmittal of Manuscripts

The final edited copy will be referred to the Chief of the Service by the Marketing Information Division. When it has been approved by the Chief, the manuscript will be transmitted to the Director of Information of the Department, through the Marketing Information Division.

Under no circumstances should any manuscript or proof be transmitted to the Division of Publications except through the Marketing Information Division, which Division will keep a record of all such manuscripts and of their subsequent proof forms. All requests for haste or special work on manuscripts or bulletins should be made through the Bulletin Editor and not directly to the Division of Publications or other authority.

#### Handling of Proofs

All proofs of publications received by the Division of Publications are sent at once to the Bulletin Editor of this Service for recording. The "R" proof is held in the AMS editorial office and a second copy is transmitted to the author. The author, or someone designated by him, must be responsible for the literal comparison of the galley proof with the manuscript, and of the page proof with the galley proof, and for checking the proof of illustrations and their legends. He must initial the proof and its note of transmittal which is then returned to the Editor. The author's initials should also be placed on the mounting sheet of the proof of each illustration after this proof has been examined. As the author is held responsible for the accuracy of such details, it is urged that he give personal attention to this work.

Under present conditions of economy, changes in proof are held to the minimum. Only corrections of actual errors should be made in the page proof. All proof must be returned through the Marketing Information

Division where it will be reviewed; the corrections will be transferred to the "R" proof which will be forwarded to the Division of Publications.

Manuscripts for Review

Manuscripts and proofs, whether prepared within the Service or without, when sent to any member of the staff for review, should receive prompt attention. Any comments or criticisms should be made on a separate sheet plainly headed for identification. Comments of an editorial nature should be omitted. Citation should be specific, as "Page 1, paragraph 3." Comments should be concise, definite, constructive, but couched in friendly terms. They should be typewritten in such form that they may be transmitted to the author as they stand. The reviewer, however, should transmit them in triplicate, addressed to the head of the Marketing Information Division.

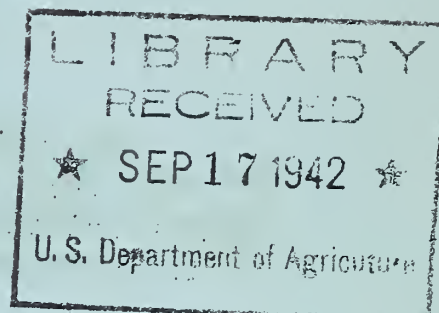
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June 1942

UNITED STATES DEPARTMENT OF AGRICULTURE  
U.S. Agricultural Marketing Administration



PREPARATION OF MANUSCRIPTS FOR PRINTING

Workers who prepare manuscripts for publication by the Department will materially expedite the handling of such manuscripts by observing the suggestions given here. Prior to preparation, however, the author should make sure the manuscript will convey information essential in the war effort.

If the material meets this test, the author, before beginning to write, should make a fairly complete outline to indicate the character and scope of the manuscript. This outline should be discussed with and approved by the Branch Chief and by the Chief of the Marketing Reports Division.

Style of Manuscripts

Form and style, as well as subject matter, should be carefully considered.

Publications of a technical nature should be adapted in style and language to the Technical Bulletin series. Popular publications, such as Farmers' Bulletins and Leaflets, should be in simple language -- clear and concise. Farmers' Bulletins and Leaflets are limited in length.

Form of Manuscripts

The copy of manuscripts transmitted to the Chief of the Marketing Reports Division must be typewritten, double spaced, on 8 by 10½-inch white paper, with wide margins. The heading and cover (if any) of the proposed publication should appear exactly as it will be when printed, except that blanks should be left for dates. The cover page is counted as page 1 in the manuscript.

Each page should begin with a new paragraph, that is, the paragraph at the end of the page must be completed and not carried forward. Single space the last few lines, if necessary, to accomplish this. The pages should be reasonably full, not crowded. Legends, footnotes, and Literature Cited, as well as text, should be typed in double space.

The copy for the printer should represent the finished work of the author, and must bear the approval of his Branch Chief. It would be well to show such approval on the letter of transmittal. An exact carbon copy must be supplied; a second carbon will aid in expediting the manuscript.

### Tables

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### Illustrations

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The photographs and other illustrations should be assembled at the end of the manuscript, each with its own legend, but without individual page numbers. The title of the manuscript, author's name, and the figure number should be penciled very lightly (never typed) on the back of each illustration. Unless illustrations and tables are referred to in the running text, at least in parentheses, the Division of Publications of the Department may consider them unnecessary. Tables in appendix need not be mentioned.

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1/ All footnotes should be written on a separate line, should begin with a capital letter, and be completed with a period.



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(3) Check list (in duplicate) of numbered legends of illustrations.

(4) Distribution scheme (in duplicate) on form supplied for the purpose, showing mailing lists to which the finished publication is to be sent and total size of edition. This statement should include the key numbers of the lists to be used and the number of addresses in each list.

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